

## MEDICAL SUPPLIER OPERATIONS DIRECTORATE (DSCP-FS)

### MISSION:

Acts as principal advisor and assistant to the Commander in directing the accomplishment of mission responsibilities to provide supply support of authorized activities in the areas of materiel management of assigned items and stock control; provides contracting and production support for all supplies and services assigned to the Defense Supply Center (DSC) for integrated material management; provides technical support of acquisition; provides quality assurance requirements and performs the full range (cradle to grave) of identified functions for assigned items. Develops and implements policies and objectives relating to mobilization readiness exercise planning. Manages and implements supplier relationships and coordinates the efforts of Defense Logistics Agency (DLA), the military services, and other Department of Defense (DOD) elements. Conducts data analysis and requirements planning for contracting initiatives. Develops customer support strategies, which are implemented through appropriate vehicles, such as Corporate Contracts, Virtual Prime Vendors, Strategic Material Sourcing, and Strategic Supplier Alliances. Participates with other offices in the identification and implementation of acquisition and electronic commerce initiatives to improve customer services. Center focal point for procurement strategic planning. Directs activities of Integrated Supplier Teams in order to insure customer support in a cost effective manner in accordance with applicable laws and regulations. Administers and executes the Supply Chain's Product Data Management Program. Serves as the focal point within the Supply Chain for all technical data required supporting the Supply Chain's missions and programs. Acts as focal point for all data entering and leaving the Supply Chain. Assures adequate Product Data Management and associated information technology is available to manage the engineering technical data for the Supply Chain

### FUNCTIONS:

1. Review forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. In conjunction with the Strategic Material Sourcing Group (SMSG), identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost
4. Conduct periodic reviews of supply management data to control and improve the supply position.
5. Participate in and/or initiate actions relating to cataloging, standization, simplification, item management, classification, stand pricing, reduced price sales, and related programs.
6. Work with Resolution Specialist for processing Report of Discrepancies (RODs).
7. Recommend termination of existing procurement actions when warranted.
8. Solicit bids, proposals, and quotations.

9. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
10. Conduct negotiations on price, type of contract, and other contractual provisions.
11. Award contracts, exercise options, and place purchase and delivery orders.
12. Perform contract management actions as noted below and as otherwise provided in the Defense Federal Acquisition Regulation Supplement (DFARS), Federal Acquisition Regulation (FAR) and implementing guidance.
13. Issue contract modifications
14. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
15. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, stands, drawings, and other documents containing technical requirements for contracting.
16. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract
17. Identify the population of DLA-managed items that are of strategic importance to DLA and its war fighter customers.
18. Perform all product, customer, and supplier analysis to develop recommended sourcing strategies for National Stock Numbers (NSNs) (includes all market research and analysis.)
19. Create PR for Long Term Contracts (LTCs) for NSNs that cross Supply Chains Integrated Supplier Team (ISTs) (MSG LTCs)
20. Evaluate (manual) MSG LTC
21. Award MSG LTC
22. Monitor supplier performance against MSG LTC
23. Monitor performance against recommended sourcing strategies
24. Conducts Supplier Relationship Management (SRM). The SRM function plans, develops, and monitors supplier business and working relationships, key performance indicators, strategic alliances and collaborative partnerships of major corporate entities (original equipment manufacturers and other defense contractors).
25. Identify and analyze gaps between materiel requirements and industry capacity to satisfy those requirements.
26. Resolve supply support discrepancies.
27. Budget, obtain, allocate, and monitor resources.
28. Identify, develop, and analyze Key Performance Indicators (KPIs).
29. Develops criteria and specifications and to provide support to contracting and quality activities pertaining to technical preservation, packing, and marking of all assigned commodities.
30. Incorporates surge option clauses into all contracts to ensure readiness.
31. Plans with Industry to ensure capability exists to meet contingency/readiness requirements.
32. Leads and coordinates Medical Supply Chain technical and quality assurance programs.
33. Establishes technical procedures and policies for the Medical Supply Chain.
34. Coordinates with the Defense Medical Standardization Board.

35. Performs standardization, value engineering, shelf life management, and hazardous materiel management program management.
36. Coordinates Medical Supply Chain requirements for the Procurement Data Management Initiative (PDMI).
37. Provides shared contract document filing, control, and retrieval services for Medical Supply Chain.
38. Coordinates Joint Medical Logistics Identification System (JMLIS) for creation and maintenance of NSNs.
39. Coordinates and manages off-site contracting for data management engineering/technical requirements.
40. Administers and manages the PDMS Data Management processes for the Medical Supplier Organization.
41. Collaborates with DOD Repositories and Industry sources for the purpose of acquiring all engineering drawings and other technical data required by the Supply Chain, and attends Military Service Data Calls.
42. Provides telephone/email communications to military service repositories and industry on urgent data requirements in support of the Supply Chain's mission.
43. Utilizes, to the maximum extent possible, electronic means of exchanging technical data with the military services.
44. Initiates Engineering Support Request (DLA form 339) to the Engineering Support Activities for product data information such as technical data packages, Air Force, Air Logistics Center (ALC) Form 760, 761, etc in support of the Aviation Supply Chain procurement process.
45. Prepares Contract Data Requirements List, DD Form 1423, in accordance with DLAR 4185.14 for all data purchased in support of Supply Chain's mission. Tracks deliverable data to ensure timely receipt.
46. Reviews all proposed procurement instruments for consumables, including Military Interdepartmental Purchase Request (MIPRs), which require data to be delivered by a contractor (except Defense FAR Supplement 227.7100; determines the adequacy, accuracy, and completeness of that portion of proposed procurement instruments reflecting the identification and display of deliverable data; prepares or reviews proposed modifications and comments concerning the foregoing.
47. Provides assistance during solicitation/award regarding contract technical data requirements.

48. Performs quality assurance of all technical data stored in the Product Data Management System (PDMS); improves the quality of technical data by using the PDMS editing capabilities; assures all data released to the PDMS permanent storage are indexed correctly to include rights determination, distribution statements, and government purpose licensed rights agreements.
49. Initiates corrective action for all identified technical data deficiencies for data in or to be placed in the DLA Central Repository, whether the identification is made within the office or elsewhere.
50. Establishes and revises bidsets used by the Supply Chain for acquisition process. Assures data is complete, legible, as well as, technically and dimensionally adequate.
51. Develops, maintains, and updates a bidset on Individual Repair Part Ordering Data (IRPOD).
52. Responds to PDMS customer inquiries on all phases of product data related procurement issues and/or channels customers to the correct forum, as appropriate.
53. Collaborates with Supply Chain to provide support for ongoing initiatives that require Product data such as long-term contracts, source approval request (SAR) packages, and Strategic Material Sourcing Group initiatives, Small Business Administration, and Integrated Supplier Team efforts.
54. Interacts and collaborates with industry sources to clarify DLA product data management support issues relating to on-going procurement actions.
55. Collaborates with DOD and Industry Repositories to identify DLA required Stable Base Drawings (Mylars).
56. Serves as liaison between DLA functional personnel and PDMS customers on issues and questions relating to product data and product data management.

PHARMACEUTICAL PRIME VENDOR DIVISION (DSCP-FSB)  
CONTRACTING IST (DSCP-FSBA)  
PRICING SUPPORT IST (DSCP-FSBB)  
PHARMACEUTICAL MANUFACTURER/DISTRIBUTOR DIVISION (DSCP-FSA)  
MANUFACTURER IST (DSCP-FSAA)  
DISTRIBUTOR IST (DSCP-FSAC)  
TECHNICAL/QUALITY SUPPORT BRANCH (DSCP-FSAB)  
MEDICAL/SURGICAL PRIME VENDOR DIVISION (DSCP-FSE)

CONTRACTING & SUPPORT IST (DSCP-FSEA)  
DISTRIBUTION & PRICE AGREEMENT (DAPA) & PRODUCT SUPPORT IST (DSCP-FSEB)  
PRICE VERIFICATION & STANDARDIZATION IST (DSCP-FSEC)  
FUNCTIONS: Performs functions as stated in DSCP-FSB  
ELECTRONIC CATALOG (ECAT) DIVISION (DSCP-FSC)  
DENTAL & OPTICAL IST (DSCP-FSCA)  
MANUFACTURER DIRECT IST (DSCP-FSCB)  
DIAGNOSTIC X-RAY IST (DSCP-FSDA)  
TURNKEY IST (DSCP-FSDB)  
CRITICAL CARE IST (DSCP-FSDC)  
MEDICAL/SURGICAL MANUFACTURER/DISTRIBUTOR DIVISION (DSCP-FSF)  
DRESSING, TOOLS & INSTRUMENTS IST (DSCP-FSFA)  
SURGICAL INSTRUMENTS, DEVICES & READINESS SUPPORT IST (DSCP-FSFB)  
HOSPITAL SUPPLY DIVISION (DSCP-FSH)  
HOSPITAL EQUIPMENT IST (DSCP-FSHA)  
HOSPITAL SUPPLIES IST (DSCP-FSHB)  
LABORATORY & DENTAL EQUIPMENT IST (DSCP-FSHC)

#### MISSION:

To provide operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

#### FUNCTIONS:

##### Supply Planning

Personnel within the IST who are responsible for supply planning will perform the following functions on assigned Federal Supply Classes, and on Weapons Integrated Materiel Management (WIMM) NSNs:

1. Review, approve, or recompute, as necessary, forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
4. Authorize local purchase actions.
5. Assure sound investment of stock fund monies and provide financial management data.

6. Coordinate unusual storage matters with distribution activities.
7. Issue disposition instructions for excess stock fund materiel.
8. Approve return of customer excesses or authorize disposal.
9. Direct recoupment of materiel from property disposal.
10. Authorize loans of stock fund materiel, including GFM, to contractors.
11. Determine need and direct repair, rebuild, or modification of assigned items.
12. Conduct periodic reviews of supply management data to control and improve the supply position.
13. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
14. Work with Resolution Specialist for processing RODs.
15. Recommend termination of existing procurement actions when warranted.
16. Expedite stock buys when actual or potential backorders exist. .
17. Perform inventory accounting functions related to assigned items.
18. Process capitalization and decapitalization actions.
19. Resolve discrepancies resulting from distribution activity reports.
20. Investigate inventory discrepancies, initiate Letters of Investigation, and Reports of Survey.
21. Maintain inventory and accounting records for materiel on loan, shelf-life testing, and process related supply documentation.
22. Generate Materiel Release Orders for shipments of test samples to labs for shelf-life maintenance, returns to vendor, and project orders.
23. Process Materiel Return Program inquiries/messages.
24. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

## Discrepancy Resolution

Personnel within this IST who are responsible for discrepancy resolution will work with Finance and the distribution locations on the Inventory management process and with the Order Fulfillment, Technical/Quality and Procurement organizations on resolving product quality, transportation and supply discrepancies by performing the following functions:

1. Resolve inventory discrepancies in both non-accountable and accountable storage facilities.
2. Resolve complex customer order discrepancies, e.g., Supply Discrepancy Reports, Transportation Discrepancy Reports, etc.
3. Perform reviews and analyses on inventory discrepancies, inventory adjustments and other factors in order to analyze supply activity records, independently initiate corrective actions and solutions for actual or forecasted problem areas.
4. Monitor suspended assets, government furnished material and equipment.

## Procurement (Acquisition)

Personnel within the IST who are responsible for acquisition will perform the following functions on assigned items:

1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, Customer Account Specialist (CAS) elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DFARS, FAR, and implementing guidance.
19. Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Appeals hearings or other administrative/judicial forums on contract disputes.
20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.

25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.
29. Coordinate management actions with field contract administration organizations when delegations exist.
30. Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

### Post Award

Post Award (Contract Administration) functions are routinely performed within the IST structure by one or more Acquisition Specialists. The contract administration functions can be performed by Acquisition Specialists performing both pre and post award duties in a "cradle to grave" scenario, or as Acquisition Specialists (Post-Award) concentrating on post award functions exclusively.

The Acquisition Specialists performing the contract administration (post award) functions may support only the items managed by that IST, or in cases whereby a group of Acquisition Specialists (Post Award) are together in an IST, may be responsible for contract administration of items throughout multiple ISTs, Branches or even Divisions. In some isolated instances, contract administration (post award) support may be utilized as a shared service within a Supplier Support Division.

Wherever the post award function resides, the Acquisition Specialists performing the post award functions will be responsible for the full range and scope of administering contract quality assurance requirements for all assigned items. Functions performed by these personnel will include:

1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.
2. Administers contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with Service Level Agreements (SLAs) and Line-of-Balance (LoB).
5. Ensures the implementation of DOD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.



## Tech/Quality

Personnel within the IST who are responsible for tech/quality will perform the following functions on assigned items:

1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
  - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other Inventory Control Point (ICP) elements and military services, as necessary.
  - b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
  - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
  - d. Determine shelf-life requirements for inclusion in contracts.
  - e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.
4. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
5. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
6. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
7. Establish, maintain, and use quality history data by item, contractor, and specification.
8. Identify and/or resolve QA problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
9. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.
10. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.
11. Participate, as requested, in pre-award surveys for technical packaging support.
12. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
13. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.

14. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
15. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
16. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
17. Determine interchangeability and substitutability of items in support of the directorate.
18. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
19. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
20. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
21. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation Supplement.
22. Obtain management data for submission with new item identifications.
23. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

#### CAPITAL EQUIPMENT DIVISION (DSCP-FSD)

Provides technical/engineering support for the procurement of medical equipment with turnkey installation, including surveying customer's healthcare facilities to evaluate and define turnkey requirements, and drafting statements of work for those requirements.

#### KITTING IST (DSCP-FSFC)

##### FUNCTIONS:

1. Accomplishes stock control, inventory management, and procurement initiation for end items containing standard, non-standard, and/or non-cataloged items used in Medical assemblies.
2. Correlates, participates, and executes the manifestation of new business, logistics, and finance practices associated with initiatives and programs; such as, Prime Vendor and Medical Electronics Customer Assistance, as they relate to assemblies and the SAP kitting application.

3. Develops concepts and policy for the Kitting Program for the Medical Supply Chain. Briefs Command and others on progress and status.
4. Represents DSCP at Deployable Medical Systems (DEPMEDS)/kitting meetings and briefings with Office of the Secretary of Defense (OSD), Humanitarian Assurances (HA), DLA, Defense Medical Standardization Board (DMSB), and the military services.
5. Develops plans and milestones for the execution of DEPMEDS and other kitting initiatives/programs.
6. Performs liaison with depots stocking medical materiel related to assemblies.
7. Performs inventory management functions relating to depot built major and minor assemblies.
8. Directs, coordinates and schedules the assembly/disassembly and reconstitution actions; provides build directives and project orders to depots.
9. Develops depot assembly workload and analyses and maintains comparative labor and materiel costs for each assembly.
10. Supplies cost data to Comptroller relating to billing of customers and/or revision to standard unit price related to assemblies.
11. Maintains communication with and conducts liaison visits to depots, military services, and DLA, in conjunction with assembly requirements and related programs.
12. Processes transactions to update Material Masters and assembly accounts, and furnishes assembly depots with Material Release Orders (MROs) to support directed assembly, disassembly, or reconstitution action.
13. Establishes requirements and requisitions for items required for major and minor assemblies that are managed by other managing activities.
14. Maintains and updates Bills of Materiel for minor sets and kits.
15. Identifies requirements for critical stocked and non-stocked NSN items including equipment for assemblies.
16. Reviews reports and processes corrections on Unliquidated Obligations for assembly generated contracts.
17. Monitors and processes all kitting requisitions, in accordance with established procedures.
18. Identifies SAP kitting application problems and recommends changes as necessary to improve or enhance the system.
19. Initiates tracer action on Fast Pay assembly generated contracts, in accordance with policy.
20. Provides input for reports of discrepancies on items pertaining to assembly builds and processes same on a selective basis.
21. Determines if new kits will be built organically or commercially ("make or buy" decision) and determines assembly location for organic kits in coordination with Defense Distribution Center.

**STRATEGIC MATERIAL SOURCING GROUP (MSG) – READINESS DIVISION  
(DSCP-FSG)**

**MISSION:**

The primary focus of this division is to develop, administer, and coordinates implementation of Peacetime, Mobilization Reserve, Medical Readiness Strategic Plan, Management by Objective, and other special programs and initiatives with internal staff elements, the military services, and other DOD activities to improve readiness of medical items. Acts as the directorate point of contact for Joint Chiefs of Staff (JCS)/DOD/DLA exercises.

#### MEDICAL CONTINGENCY CONTRACTING BRANCH (DSCP-FSGA)

##### MISSION:

To provide operational control and support to the director to accomplish responsibilities for pre-award and post-award contracting, for contingency and warstopper contracts for items which are managed in other ISTs.

##### FUNCTIONS:

###### Procurement (Acquisition)

Personnel within the IST who are responsible for acquisition will perform the following functions on assigned contracts:

1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DFARS, and implementing guidance.

19. Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Appeals hearings or other administrative/judicial forums on contract disputes.
20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.
25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.
29. Coordinate management actions with field contract administration organizations when delegations exist.
30. Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

## STRATEGIC MATERIAL SOURCING GROUP (SMSG) BRANCH (DSCP-FSGB)

### MISSION:

The Medical Supply Chain has placed their Readiness Division within the SMSG. The primary focus of this division is to develop, administer, and coordinates implementation of Peacetime, Mobilization Reserve, Medical Readiness Strategic Plan, Management by Objective, and other special programs and initiatives with internal staff elements, the military services, and other DOD activities to improve readiness of medical items. Acts as the directorate point of contact for JCS/DOD/DLA exercises.

### FUNCTIONS

1. Acts as directorate monitor for the Priorities and Allocations Program and the Defense Materials System to provide contracting support for assigned items.
2. Determines the most effective use of strategic and critical materials.
3. Implements the provisions of the Emergency Priorities and Allocations Manual.

4. Reviews mobilization requirements, identifies and selects items for industrial preparedness planning; computes preparedness production requirements; and determines the type and extent of planning to be conducted.
5. Evaluates industry capability; selects planned producers; develops realistic production schedules and plans with industry.
6. Reviews negotiated production plans to assure reasonableness, accuracy, sufficiency, including adequacy and consistency of subcontract plans.
7. Collects and consolidates, as a coordinated procurement assignee, mobilization production requirements, where multi-service requirements are placed on a single manufacturing facility. Conversely, furnishes as assignee mobilization production requirements to the coordinated procurement user.
8. Maintains pertinent preparedness requirements data, together with industry impact data, and plans for conversion of preparedness production schedules to contracts. Develops and publishes industrial preparedness procurement packages and implementation procedures.
9. Computes and provides estimates of production capability for mobilization reserve items. Determines commercial availability. Establishes and maintains war materiel production capability data and commercial availability record in support of the War Reserve Program.
10. Serves as focal point for industrial preparedness. Assures planned producers are on bidder's mailing list. Coordinates planning with current procurement and user activities. Provides technical advice and assistance. Conducts appropriate studies.
11. Reviews revisions to technical data of planned items; revises production preparedness planning to incorporate changes.
12. Maintains liaison with Armed Services Production Planning Officers, the single point of contact for the DOD Industrial Preparedness Program at the plant level.
13. Participates in special studies involving a task group approach by military departments and agencies.
14. Determines requirements for reserve production equipment, identifies documents, and reserves items of plant equipment for specified planned suppliers; arranges for and supervises layaway of industrial equipment reserves; determines the need for and recommends establishment of plant equipment packages of production equipment.
15. Compiles and maintains production resources data for use in bomb damage assessment studies; develops procedures for evaluating the effects of bomb damage and residual production capability.
16. Performs liaison with industry and trade associations to obtain maximum cooperation in the Industrial Preparedness Planning Program.
17. Receives and accounts for War stopper funding for contingency material.
18. Participates with readiness customers in identifying critical go to war items.
19. Enters into special business arrangements with industry to obtain access to material for contingency operations.
20. Maintains liaison with GSA to insure use of items held in the National Stock Pile. Negotiates and develops agreement with GSA for the purchase of these items.
21. Reviews and evaluates the advance and current procurement plans to assure compatibility with economic production runs, economic buys, lead times, contractor capabilities, and other production considerations.

22. Analyzes and evaluates preaward surveys and contractor information for determining production capability and responsibility. Participates on survey teams, as required; conducts production situation analysis studies. Acts as focal point and provides technical guidance and liaison on production matters.
23. Conducts production studies to determine additional sources for procurement of items previously procured from single source. Makes sole source breakout studies to maximize competition.
24. Evaluates requirements for GFP (equipment, special tooling, and materials); determines availability and makes follow-up to assure delivery.
25. Maintains liaison with Defense Contract Management Region (DCMR) production elements.
26. Obtains, as requested by PCO, contract performance data; expedites and develops contract status information.
27. Determines impact on impending or existing labor strikes and other circumstances that will adversely affect production.
28. Provides advice on production aspects in connection with deviations, waivers, default, or terminations for convenience.
29. Conducts studies, as required, in support of procurement and production programs; i.e., resource, capability, and productivity studies.
30. Acts as focal point for contractor performance data. Coordinates information from all sources for proper disbursement to all Procurement (DSCP-P) personnel.
31. Keeps abreast of changes or revisions to existing items or Maintains close liaison with appropriate R & D elements to addition of new or replacement items.
32. Initiates action in the Commercial Alternate Item Program. Selects candidate items, contacts potential sources, determines commercial availability and production capability, obtains commercial product data, and samples if deemed necessary.
33. Negotiates non-contractual letter of agreement with approved manufacturers and renews annually. (Supplier Support Arrangement (SSAs) and Stock Control Activity (SCAs))
34. Serves as focal point for Project Action; coordinates, analyzes, and implements policy changes.
35. Acts as focal point for post award. Acts as coordinator on post award matters regarding expenditure violations and Unliquidated Obligations.
36. Provides internal training in mobilization requirements, procedures and coordinates industrial plant visits.
37. Provides data on availability and production capability for critical items for higher headquarters and to DSCP management of strategic planning.
38. Acts as focal point for distribution of Award Reconciliation Letters and for Defense Finance and Accounting Service (DFAS) requests for missing contracts.
39. Performs spend analysis where necessary to identify candidate items for long term contracts.
40. Provides reports as necessary in response to DLA request for long term contracts.

#### SUPPLIER SUPPORT DIVISION (DSCP-FSS)

## MISSION:

The mission of the Supplier Support Division is to identify and analyze gaps between materiel requirements and available industry capacity to develop strategies for readiness support. Supplier Support Division is also responsible for analysis, allocation, and monitoring of resources, both personnel and financial. Supplier Support Division serves as the interface between customers and the Supplier Operations Directorate concerning movement of stock, including incorrect quantities received, customer returns, and stock testing. Administers and executes the Supply Chain's Product Data Management Program. Serves as the focal point within the Supply Chain for all technical data required supporting the Supply Chain's missions and programs. Acts as the focal point for all data entering and leaving the Supply Chain. Assures adequate Product Data Management and associated information technology is available to manage the engineering technical data for the Supply Chain.

## RESOLUTION BRANCH (DSCP-FSSA)

1. Researches problems related to supply planning, and make recommendations to supply planners for adjustments.
2. Resolves supply support discrepancies.
3. Coordinates with Defense Distribution Center (DDC) Head Quarters (HQ) and purchasing specialists to resolve supply discrepancies.
4. Coordinates with product specialists on quality discrepancies.
5. Coordinates with transportation management specialists on transportation discrepancies.
6. Coordinates with business analysts and financial supplier liaisons to resolve financial discrepancies. Financial supplier liaison is the DLA coordination point with DFAS on accounts payable discrepancies.
7. Coordinates with supply planners to resolve inventory discrepancies.
8. Coordinates credits and returns of items with Contract Administrative Services (CAS).
9. Works Reports of Discrepancies on items pertaining to assembly builds and processes same on a selective basis.

## TECHNICAL BRANCH (DSCP-FSSB)

1. Maintains data for assigned items, including consumable item transfers
2. Serves as focal point for industrial preparedness. Assures planned producers are on bidder's mailing list. Coordinates planning with current procurement and user activities. Provides technical advice and assistance. Conducts appropriate studies.
3. Reviews revisions to technical data of planned items; revises production preparedness planning to incorporate changes.



4. Coordinates and coordinates with the Defense Medical Standardization Board (DMSB) to ensure medical material introduced into the Supply Chain meets the needs of the medical services and is standardized to the maximum extent possible.
5. Coordinates and manages off-site contracting for data management engineering/technical
6. requirements. Administers and manages the PDMS Data Management processes for the
7. Supplier Operations Directorate.
8. Collaborates with DOD Repositories and Industry sources for the purpose of acquiring all
9. engineering drawings and other technical data required by the Supply Chain, and attends
10. Military Service Data Calls.
11. Provides telephone/email communications to military service repositories and industry on
12. urgent data requirements in support of the Supply Chain's mission.
13. Utilizes, to the maximum extent possible, electronic means of exchanging technical data with
14. the military services.
15. Initiates Engineering Support Request (DLA form 339) to the Engineering Support Activities
16. for product data information such as technical data packages, Air Force ALC Form 760, 761,
17. etc in support of the Aviation Supply Chain procurement process.
18. Prepares Contract Data Requirements List, DD Form 1423, in accordance with DLAR
19. 4185.14 for all data purchased in support of Supply Chain's mission. Tracks deliverable data
20. to ensure timely receipt.
21. Reviews all proposed procurement instruments for consumables, including MIPRs, which
22. require data to be delivered by a contractor Defense FAR Supplement 227.7100
23. determines the adequacy, accuracy, and completeness of that portion of proposed
24. procurement instruments reflecting the identification and display of deliverable data;
25. prepares or reviews proposed modifications and comments concerning the foregoing.
26. Provides assistance during solicitation/award regarding contract technical data requirements.
27. Performs quality assurance of all technical data stored in the Product Data Management
28. System (PDMS); improves the quality of technical data by using the PDMS editing
29. capabilities; assures all data released to the PDMS permanent storage are indexed correctly to
30. include rights determination, distribution statements, and government purpose licensed rights
31. agreements.

32. 14. Initiates corrective action for all identified technical data deficiencies for data in or to be
33. placed in the DLA Central Repository, whether the identification is made within the office or
34. elsewhere.
35. 15. Establishes and revises bidsets used by the Supply Chain for acquisition process. Assures
36. data is complete, legible, as well as, technically and dimensionally adequate.
37. 16. Develops, maintains, and updates a bidset on Individual Repair Part Ordering Data (IRPOD).
38. 17. Responds to PDMS customer inquiries on all phases of product data related procurement
39. issues and/or channels customers to the correct forum, as appropriate.
40. 18. Collaborates with Supply Chain to provide support for ongoing initiatives that require
41. Product data such as long-term contracts, source approval request (SAR) packages, and
42. Strategic Material Sourcing Group initiatives, Small Business Administration, and Integrated
43. Supplier Team efforts.
44. 19. Interacts and collaborates with industry sources to clarify DLA product data management
45. support issues relating to on-going procurement actions.
46. 20. Collaborates with DOD and Industry Repositories to identify DLA required Stable Base
47. Drawings (Mylars).
48. Serves as liaison between DLA functional personnel and PDMS customers on issues and
49. questions relating to product data and product data management.